

771008/31/99

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

---

**TITLE: PARK PROJECT INSPECTOR**

**DEFINITION**

Under general supervision, to perform a variety of duties related to the inspection of workmanship and materials of contract and force account park construction and renovation projects; and to do related work as required.

**REPORTS TO:** Senior Park Planner (Construction Contract Administration)

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Senior Park Planner.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Review plans and specifications of assigned projects.
- Inspect materials for identification and conformance to plans and specifications.
- Inspect park construction projects and public landscapes in subdivisions to assure that departmental requirements are met.
- Observe work in progress and inspect completed projects for adherence to plans, standards, and specifications.
- Record amounts of materials used and work performed on projects.
- Ensure compliance with state safety orders.
- Prepare and submit progress or inspection reports.
- Maintain photographic record of work progress.

**QUALIFICATIONS**

**Knowledge of:**

- Methods, techniques, materials, equipment, and safety hazards of park construction, renovation, and maintenance.
- Applicable codes and regulations governing construction of assigned projects, including the Americans With Disabilities Act (ADA).
- Personal computers and software applications.

**Ability to:**

- Understand and interpret construction plans and specifications.
- Prepare and maintain complete and accurate records and reports.

- Deal firmly and tactfully with contractors and City employees.
- Detect and locate faulty materials and workmanship.
- Operate a personal computer and relevant software including word processing and spreadsheet applications.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of an Associate degree (60 semester or 90 quarter units) with major study in construction management, landscape horticulture, or a related field. Additional qualifying experience may be substituted for the required education on a year-for year basis.

Experience: Three years of experience in park improvement construction and/or maintenance inspection including grading, underground improvements, irrigation, concrete, site furnishings, and building trades.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of ,or ability to obtain, an appropriate, valid California Class "C" motor vehicle operators license.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Park Project Inspector

**TO:** Park Supervisor or Park Planner